



Student Government Association Governing Manual

**Constitution. Bylaws. Policies Manual. Student
Rights.**

FOR THE STUDENTS, BY THE STUDENTS

Preface

This manual contains the governing documents of the Bethel College Student Government Association. This manual also contains information valuable to all students and to student organizations recognized by the Student Government Association. This manual is approved each Spring Semester during the annual Business meeting of the new session of the SGA Senate.

Changes to any part of the SGA Governing Manual can only be made by a $\frac{2}{3}$ vote by the SGA Senate, when requested, by a Judicial Opinion passed by the Judicial Council or temporarily by an Executive Order issued by the Student Body President.

Any questions regarding interpretation of any piece of the SGA Governing Manual is issued by the Judicial Council by contacting sga@bethelks.edu

Hard Copies of this manual shall be made available, upon request, to be checked out by any Student Government Officer, Bethel Faculty, Staff or student. Requests may be made to the Director of Student Activities and Engagement.

The Constitution of the Bethel College Student Body

I. Preamble

- A. We, this student body assembled, proclaim the right and responsibility to govern ourselves in a manner which is respectful of Bethel College and its mission and the broader community of which we are a part. We affirm the necessity of self-determination within the College, taking action to benefit ourselves as students and our community. We recognize the need for service; therefore, we establish the Student Government Association under this Constitution to initiate student activities, advocate student initiatives, serve as a direct representation of our constituents and supervise student operated organizations at Bethel College.

II. Student Government Association Authority

- A. The Student Government Association shall be empowered to govern those individuals, groups, and organizations it represents.
- B. Nothing in this Constitution shall preclude the right of the College to establish committees, develop rules and or procedures, or make policies, provided that such actions pertain solely to matters within said agencies, bodies, or committees. Such actions that conflict with the policies of, or actions taken by, SGA or that enter the sphere of jurisdiction or authority of said Association, as outlined in this Constitution, shall be subject to review by the Department of Student Activities and Engagement and Judicial Council.

III. Bodies of Government and Divisions of Powers

- A. **Branches of Government.** The bodies of government of the Bethel College Student Government Association shall be the Executive, Legislative, and Judicial.
 1. The Executive Branch, or Executive Council shall be led by the Student Body President, elected during the Spring Elections each year
 2. The Legislative Branch, known as the Student Body Senate or Senate, shall be led by the Speaker of the Senate, elected during the Spring Confirmation Hearings each year
 3. The Judicial Branch, known as the Judicial Council, shall be led by the Student Body Chief Justice, appointed when a vacancy arises
- B. **Advisement.** All branches are advised by Director of Student Activities and Engagement, appointed by the Vice President for Student Life or designee and shall be known as the SGA Advisor.
- C. **Division of Powers.** No person shall hold any office concurrently within the legislative, executive or judicial branches of the SGA, unless specifically permitted in the SGA Constitution or Bylaws.

IV. Executive Branch

- A. **Executive Authority.** The executive powers of the Bethel College Student Government Association shall be vested in the Student Body President, assisted by the Student Body Vice President, and appointed Cabinet Officers and Secretaries in accordance with the Constitution and the Bylaws.
- B. **Executive Council.** The Student Body President shall Chair the Executive Council. The President, in accordance with the Bylaws, shall be responsible for filling positions within

the President's Cabinet which are subject to be confirmed by simple majority of the Senate. Cabinet positions shall consist of

1. Student Body Vice President, who is elected each Spring
 2. Chief of Staff
 3. Secretary of Student Activities
 4. Secretary of Public Relations
 5. Secretary of Diversity Affairs
 6. The President may, with an Executive Order, temporarily appoint any and all other positions that are deemed necessary for the effective operation of the Executive Office, pending the approval of the Senate for the permanent addition. Temporary appointments can only last up to thirty (30) days.
- C. **Executive Orders.** Executive Orders are orders given by the Student Body President to either increase Association efficiency or better organize activities and events. All SGA officers are subject to Executive Orders so long as they do not interfere with authority of Officers or conflict with the Governing Manual. The Student Body President shall have the authority to produce an Executive Order to alter the Governing Manual on a temporary status that can only last for up to thirty (30) school days. Permanent changes must be approved by the Senate. Additionally, the President shall be empowered to use the Executive Orders to fill any void in the documents however, the Judicial Council, whenever the members deem it necessary, is authorized to suspend any Executive Order that is deemed unconstitutional.
- D. **Advocate General.** The Student Body Vice President shall act, as Advocate General for student grievances against Bethel College Administrative Policies. The Student Body Vice President shall also act as Advocate General in the defense of SGA, unless otherwise involved in grievances presented to Student Life.

V. Legislative Branch

- A. **Legislative Authority.** All legislative powers of the Bethel College Student Government Association shall be vested in the legislative body, known as the Student Body Senate or Senate, which shall be led by the Speaker of the Senate elected during the Spring Confirmation Hearing. The SGA Senate shall have authority over:
1. SGA Finances
 2. Adopting Legislation
 3. Overriding Presidential vetoes
 4. Approving all Presidential Nominations
 5. Enacting Articles of Impeachment
- B. **Composition.** The Senate, shall consists of representatives from the populations below:
1. Three Senior Senators, elected from the rising Senior Class
 2. Three Junior Senators, elected from the rising Junior Class
 3. Three Sophomore Senators, elected from the rising Sophomore Class
 4. Three Freshman Senators, elected from the rising Freshmen class
 5. Two Commuter Senators, elected from the Commuter population
 6. Three At-Large Senators, appointed by the Student Body President

- C. **Addition of Seats.** In the event of an increase to the number of the Student Body population surpassing 5% of the previous year, the SGA Advisor shall add one additional seats per class to be elected to fully serve as a representative body of the Student Body
- D. **Senate Meetings.** All SGA Senate meetings shall be made known to the Student Body and will be open to the public, although executive sessions may be called for considerations of personnel or other confidential matters, or with a simple majority vote of the Senate.
- E. **Senate Leadership.** The Senate, in their capacity, shall be led by the Senate Leadership, who oversee the operations of the Senate and their committees
 - 1. **Senior Leadership.** The Senate, in accordance with the Bylaws and/or Policies manual, shall be responsible for electing the Senior Leadership by majority vote of the Senate. Senior Leadership must first be elected to a seat and shall consist of:
 - a) Speaker of the Senate
 - b) Secretary of the Senate
 - 2. **Committee Chairs.** The Speaker, once elected, shall appoint the Committee Chairs:
 - a) Chair, Committee on Campus Life
 - b) Chair, Committee on Academic Affairs
 - c) Chair, Committee on Finance and Student Organizations

VI. Judicial Branch

- A. **Judicial Authority.** All judicial powers of the Bethel College SGA shall be vested in the judicial branch, to be known as Judicial Council. This judicial authority shall includes the power to present legal precedent as direction for the Student Government and all decisions be classified as case law, binding the SGA to the outcome (s) of the Judicial Decisions. This judicial authority shall include the disposition of non-academic college disciplinary complaints against students and violations of the following:
 - 1. SGA Constitution, SGA Bylaws and/or SGA Statutes,
 - 2. SGA Election Disputes
 - 3. Community Standards, and/ or Student and Housing Policies
 - 4. Interferences with students' rights and freedoms
- B. **Composition.** The Judicial Branch shall be composed of the following:
 - 1. The Student Body Chief Justice, who serves as the Chair and presides over all actions of the SGA Judicial Branch
 - 2. Four (4) Student Body Associate Justices, with the most senior service serving as the Judicial Clerk
 - 3. SGA Advisor or designee
- C. **Nominations.** All Judicial Officers, when vacant, are appointed by the Student Body President, with approval from the SGA Advisor.
 - 1. The Student Body President will announce a minimum of three judicial Council candidates to all members of the Executive Committee, the Judicial Council, and all sitting senators one week before the senate meeting of nomination. Members of the Executive Committee, the Judicial Council, and all sitting senators will thus have the opportunity to provide counsel to the president on the three candidates, and offer suggestions for alternative candidates if deemed necessary.

2. Based on input from Executives, Justices, and Senators, the President shall bring forward one candidate to be confirmed by the Senate via an appointment bill.
3. The student senate will hold an executive session directly before all Judicial Council confirmation hearings. The Student Body President and the Chief Justice will be invited to participate in this executive session. During the executive session, the Senate will take time to discuss all nominated Judicial Council candidates.
 - a) All voting senate members will prepare an oral statement of support or denial of the one candidate brought for confirmation.

D. Term Limit. The Chief Justice and all Associate Justices serve a life-term term. A life-time term is defined as long as such Justice remains a full-student at Bethel College and in good standing with the College, and the SGA Constitution and Bylaws. A Justice may secure a waiver from the SGA Advisor regarding the full-time status, and may continue to serve past the status with approval from the Advisor or designee.

VII. Student Government Association Bylaws

A. Authority of Bylaws. The Bylaws shall be the working rules of the Student Government Association and will be subject to change by a $\frac{2}{3}$ vote of the Senate and support of the Student Body President, Judicial Branch, SGA Advisor. These Bylaws shall not conflict with the Constitution of the Student Body.

VIII. Amendments

A. Approving Amendments. SGA, whenever the members deem it necessary, shall propose amendments to this Constitution which shall be valid when ratified by $\frac{2}{3}$ of the Student Government Association full membership.

IX. Constitutional Validation

- A.** This Constitution shall go into effect upon ratification by the SGA Senate provided that it has met the requirements for a governing document as outlined in the SGA Bylaws, referenced in Article VIII of this Constitution.
- B.** Be it enacted that all previous Constitutions of the Bethel College SGA are, hereby, declared null and void.

The Bylaws of the Bethel College Student Government Association

I. Mission Statement

- A. We, the Student Government Association, are the official representative voice for all students within Bethel College. We exist and govern to empower our student body by seeking to enhance the entire student experience by supporting and/or drafting policy that promotes student interests, needs, and welfare. We serve as a liaison between the students and faculty, staff, alumni, and administration while diligently serving with integrity, honor, and enthusiasm while always aware of our College's proud tradition of academic excellence. We advocate for all of our constituents with respect to individual differences which may include, but are not limited to: age, cultural background, disability, ethnicity, family status, gender presentation, immigration status, national origin, race, religion, sex, sexual orientation, socioeconomic status, and veteran status. In short, we govern *"for students and by students"*

II. Oath of Office

- A. The Student Body President, Student Body Vice-President, Senators, Executive Officers, Student Representatives, Student Body Chief Justice and Associate Justices shall take the oath of office before taking office
- B. **Administering the Oath.** The SGA Chief Justice and/or SGA Advisor are charged with administering the Oath of Office to all officers aforementioned above.
- C. **Oath of Office.** "I, (state your name), do solemnly affirm that I shall faithfully represent the interests of the Student Body of Bethel College, that I will dutifully uphold and preserve the Constitution of the Student Government Association, and that I will faithfully execute my office in the Student Government Association of Bethel College"

III. The Student Government Association Advisor

- A. **Student Activities and Engagement.** The Student Government Association is an entity of the Department of Student Activities and Engagement and shall solely be advised by the Director of Student Activities and Engagement and shall be known as the SGA Advisor. The Director is appointed by the Vice President for Student Life or designee

- B. The Purpose of the SGA Advisor.** The SGA Advisor adds to the continuity of the Association by making sure that successive officers of the Association understand the responsibility they share as leaders, as well as explaining to the SGA Officers, and enforcing, the rules and policies established for this Association. The SGA Advisor shall be aware of liability issues (i.e. hazing, alcohol, etc.) and advise the Association to make reasonable and prudent decisions regarding these issues in planning activities. The SGA Advisor shall be available to the officers of the Association on a regular basis for consultation and is granted executive authorization to hold SGA Officers accountable (ex. budget, transition, operations, leadership, etc.)
- C. The SGA Advisor's Authority.** In their capacity as the Director of Student Activities and Engagement, the SGA Advisor has a authority over the following
1. The SGA Advisor serves as the official signing authority for the Student Government Association and of all SGA's entities
 2. The SGA Advisor manages all SGA Officer Contracts and Stipends across the entities
 3. The SGA Advisor,, is granted executive authority over expenditures and SGA Operations when granted by the SGA Judicial Council. Any issues relating to the SGA Judicial Council may be granted by the SGA Ways and Means Council.

IV. Executive Branch

- A. Executive Duties, Powers and Actions.** The executive power of the Bethel College Student Government Association shall be vested in the Student Body President, assisted by the Student Body Vice President, and such Executive Secretaries as the Student Body President shall appoint in accordance with the Constitution.
- B. Permanent Members of the Executive Council**
1. **The Student Body President shall:**
 - a) Serve as Chief Executive Officer of the Student Government Association
 - b) Represent and protect the rights and interests of the student body
 - c) Appoint all Executive Officers and Secretaries, Student Representatives and vacant Judicial and Senate Officials
 - d) Serve (or appoint in their stead) as the Official Student Representative to the Board of Directors and President's Cabinet
 - e) Represent the Association at all functions where the Association is expected to be represented officially
 - f) Have the authority to call a joint session of all branches with 48 hours' notice
 - g) Attend and Chair all meetings of the Executive Council
 - h) Uphold and enforce all provisions of this Constitution and the laws of the Student Body are faithfully executed by delegating authority to Cabinet members, but accept all responsibilities for the SGA
 - i) Be required to attend all Leadership Retreat and meet with the SGA Advisor
 2. **The Student Body Vice-President shall:**
 - a) Serve as Chief Executive in the absence of the Student Body President
 - b) Oversees all special projects and programs of the SGA

- c) Maintain the SGACares Platform
- d) Represents SGA at all Faculty, Staff and Administrative Cabinet Meetings
- e) Attend all meetings of the Executive Council
- f) Chairs the Committee on College Relations
- g) Attend all meetings of the SGA Senate and only vote when a tie arises
- h) Be required to attend all Leadership Retreats and meet with the SGA Advisor

3. The SGA Chief of Staff shall

- a) Serve as the Chief Financial and Operations Officer for the SGA
- b) Represent SGA at any meetings of the Board of Directors that relates to Finances
- c) Prepare the annual Student Government Association Budget submitted to the Student Body President to be presented to the SGA Senate for approval
- d) Manage and maintain all Student Organizations accounts in consultation with the SGA Advisor
- e) Manage the effective operation of the Executive Council for the President, and executing discretionary programs and/or projects for the executive branch
- f) Assist the President and Vice-President with executing platforms goals, make decisions, and implement legislation
- g) Be required to attend all Leadership Retreats and meet with the SGA Advisor

4. The Student Body Secretary of Student Activities shall:

- a) Serve as the Chief Programming Officer for the SGA
- b) Chair and lead all meetings of the Student Activities Council (SAC)
- c) Maintain an accurate count of all events, programs or activities put on by the Student Activities Council (SAC) and maintain the Student Activities Council Budget
- d) Be responsible for the execution of Homecoming, Winter Week, Spring Fling, Bubbert's Awards, Welcome Week, Late Night in Thresher etc. in consultation with the SGA Advisor
- e) Approve any partnership events between outside entities
- f) Be responsible for enforcing the SGA policies relating to student organizations and responsible for executive oversight of student organizations
- g) Appoint students to the Student Activities Council and present all appointees to the SGA Advisor, Speaker and Student Body President
- h) Attend all meetings of the Executive Council
- i) Be required to attend both all Leadership Retreats and meet with the SGA Advisor

5. The Student Body Secretary of Public Relations shall:

- a) Serve as the Chief Public Relations Officer for the SGA
- b) Be responsible for all Student Government Association publicity
- c) Submit press releases to the Office of Institutional Communications and the Bethel College Collegian
- d) Be responsible for maintaining the SGA website
- e) Be responsible for maintaining all SGA Social Media outlets

- f) Be responsible for taking pictures at all Student Government Association and Student Activities events
- g) Be a liaison/reporter for the SGA
- h) Attend all meetings of the Executive Council
- i) Be required to attend both all Leadership Retreats and meet with the SGA Advisor

6. The Student Body Secretary of Diversity Affairs shall

- a) Serve as the Chief Diversity Officer of the Student Body
- b) Chair and lead all meetings of the Diversity Council
- c) Maintain an accurate count of all events, programs, or activities put on by the Diversity Council
- d) Maintain the Diversity Council budget
- e) Be responsible for providing assistance to programs, events, or sessions with the organizations under the Diversity Council
- f) Offer an outlet for students to voice concerns regarding Diversity Issues on campus
- g) Present to the SGA Senate each month a Diversity Council Report
- h) Attend all meetings of the SGA Executive Council
- i) Be required to attend both all Leadership Retreats and meet with the SGA Advisor

C. The President's Cabinet. The President's Cabinet shall consist of all members of the Executive Council and any necessary positions as needed by the Student Body President with SGA Senate consent

1. The Student Body President's Executive Cabinet shall serve in an advisory capacity to the Student Body President and assist the Student Body President in the general operation of the SGA.
2. Executive Cabinet members shall be appointed by the Student Body President and shall be subject to the confirmation of the SGA Senate. Executive Cabinet members shall be subject to removal from office by the Impeachment Process
3. Executive Cabinet members shall have the right to be recognized on the floor of the SGA Senate and debate, but not to vote. Executive Cabinet members shall answer questions in Senate concerning their respective offices and shall give members of Senate free access to their files upon request. No Executive Cabinet member shall be a member of Senate
4. Prior to the election of the SGA Senate and after assuming elect status, the Student Body President-elect must submit the names of the Executive Cabinet members in which s/he intends to appoint for confirmation by the SGA Senate to the SGA Advisor

D. Meetings of the Executive Council. Executive Meetings will be called and set by the Student Body President and/or SGA Advisor. Unusual circumstances may require that a meeting occur and such meetings may be called by the President, or the Vice President if the President is absent, or SGA Advisor with 48 hours' notice

E. Presidential Succession Act of 2014. In order to provide stability to the Office of the Student Body President, the Succession Act of 2014 was put in place to adhere an ease of transition to the Presidency.

1. In the event of the resignation, impeachment or incapacity of the Student Body President, the following officers shall assume the Presidency in order:
 - a) Student Body Vice-President

- b) Speaker of the Senate
 - c) Secretary of Student Activities
 - d) Secretary of Diversity Affairs
 - e) Secretary of Public Relations
 - f) Student Body Chief Justice
2. The new Student Body President shall submit to the SGA Senate a recommended appointment for a new Student Body Vice-President. After such appointment and confirmation, the newly confirmed Student Body Vice-President will assume all duties, powers, responsibilities, and privileges of the office

F. Presidential Actions, Powers, and Duties

1. **Approving Legislation.** The Student Body President is required to approve all legislation passed by the SGA Senate. The President can sign the bill or resolution and thus approve the act set forth in the legislation
- a) The President can wait for a period of seven days, in which case, the act can approved without the President's signature on the bill.
 - b) The President can veto the bill and send it back to the Senate floor. In the case of a Presidential Veto:
 - (1) The legislation will be forced back before the SGA Senate, with the SGA Advisor presiding as the Acting Speaker, at which time, with a full quorum present, a $\frac{2}{3}$ majority vote approves the act without the President's signature, or the legislation can be revised and presented to the President a second time for approval.
2. **State of the Association Address.** The Student Body President is required to prepare the *State of the Association* to be presented to all members of the Bethel College community each spring semester.
3. **Student Representation.** The Student Body President in consultation with the Vice-President shall appoint one (1) student representatives to represent SGA on all Bethel College Faculty, Board of Directors, and College Committees. All appointments shall be confirmed by the Senate following start of the session
- a) Assessment Committee, who will also serve as an At-Large Senator
 - b) Educational Policies Committee, who will also serve as an At-Large Senator
 - c) Common Ground Committee, who will also serve as an At-Large Senator
 - d) Board of Directors Financial Affairs Committee
 - e) Board of Directors Academic Affairs Committee
 - f) Board of Directors Development Committee
 - g) Board of Directors Recruitment and Marketing Committee
 - h) Any other committees in which a student serves
4. **Executive Councils, Commissions, Committees**
- a) The Student Activities Council is charged with providing at minimum seven events per month as directed by the Secretary of Student Activities. The Student Activities Council is governed by the SAC Charter which may be amended by $\frac{2}{3}$ vote of the sitting SAC Officers and finally by $\frac{2}{3}$ vote of the SGA Senate
 - b) The Diversity Council is charged with the promotion of diversity and inclusion on campus as directed by the Secretary of Diversity Affairs. The Diversity Council is governed by the Diversity Council Charter which may

be amended by $\frac{2}{3}$ vote of the sitting Diversity Council members and finally by $\frac{2}{3}$ vote of the SGA Senate

- c) The Committee on College Relations is charged with delivering the message set forth by the SGA to the various entities of Bethel College. Representatives appointed by the President to serve on various Bethel Committees are charged with reporting back to this committee action taken by the committees of Bethel College. The Student Body Vice-President chairs and directs this committee.
- d) The Elections Commission is charged with the responsibility of a smooth and effective Elections Process. The Commission shall be responsible for preparing ballots, running the Candidate Presentation, shall make the official announcement declaring the winners and handling any election issues, all in consultation with the SGA Advisor.

V. Legislative Branch

A. Legislative Responsibility. All legislative powers of the Bethel College SGA shall be vested in the legislative body, to be known as the SGA Senate, or the Senate

B. Legislative Duties, Powers, Protections and Actions. A Senator shall

1. Be required to attend both the Fall and Spring Leadership Retreat
2. Be able to introduce to SGA any motion, bill, amendment, act or question he/she so desires
3. Be able to debate, vote for, against or abstain from voting on any issue brought before SGA Senate
4. Be granted access to files and records of any SGA committee, executive officer or Cabinet member, except those of the Judicial Council or those of the Chief Justice
5. Not be punished outside of the Senate for any speech or debate he/she makes in Senate
6. Inform the Speaker of any anticipated absence from a Senate meeting 24 hours prior to the meeting, unless an emergency situation arises. In the case of an emergency, the Speaker and SGA Advisor should be notified as soon as the Senator discovers he or she will be absent from the Senate meeting. The Speaker will then determine if the absence is excused.
7. Submit a proxy vote to the Speaker of the Senate, *providing that the absence has been excused by the Speaker*. The proxy must be emailed to the Speaker with the reason for the vote
8. Vote to enact, by majority vote, laws of the student body necessary to the well-being of the student community.
9. Vote to approve or disapprove appointments, by majority vote, made by the Student Body President, and appointments of Senators to fill vacancies in the SGA Senate
10. Vote to overrule, by majority vote, a veto of the Student Body President by a two-thirds majority vote of the total membership of the SGA Senate elected and qualified
11. Vote to, by majority vote, Senate or Executive committees and grant, revoke or amend the charters of these committees.
12. Vote to define and establish, by majority vote, the Student Conduct Code
13. Vote to require, by majority vote, The Senate shall punish its members for disorderly behavior

14. Vote to enact, by majority vote, the Articles of Impeachment to be heard by the Judicial Council.
- C. Financial Authority.** The SGA Senate shall establish fully the SGA Budget for the fiscal year
1. The Chief of Staff shall prepare the budget for approval in consultation with the members of the Executive Branch and the SGA Finance Committee
 2. The SGA Budget must be presented to the Senate during the joint session of SGA each Spring. Since the Freshmen Senators will be not elected during that time, a quorum will be reflected of only on the senators currently in office
- D. Legislative Meetings.** The SGA Senate Meetings shall be set by the Speaker and SGA Advisor
1. All meetings of the SGA Senate, SGA Senate committees, standing or special, shall be open.
 2. The only exception shall be when a successful motion has been adopted to proceed into executive session. Executive session discussions may include matters of discipline, impeachment, and employment contracts with no vote being taken. Executive Session requires that all non-voting officers be excused from the meeting space with the exception of the SGA Advisor
 3. The SGA Senate shall conduct meetings in an orderly fashion following the abbreviated, current version of Robert's Rule of Order
- E. Student Body Petitions.** From time to time, the Student Body may want to voice their opinion on actions SGA should take
1. A right of Petition is a petition bearing the signatures of twenty-five percent (25%) of full-time and SGF paying students shall be sufficient to secure the Rights of Petition. The SGA Advisor shall verify the petition and shall sign off if it meets the twenty-five percent requirement. Upon verification, the Student Body President shall ensure the question is put forward to the SGA Senate for enactment, pending a majority vote or to the Student Body, pending a majority vote.
- F. SGA Legislation.** The Secretary of the Senate shall be in charge of maintaining a numerically ordered file of bills and resolutions passed by the Senate and ratified by the President. The SGA Senate may pass the following pieces of legislation:
1. **Resolutions.** Resolutions declare something. Requests of College administration, or general statements the Senate wishes to make would be presented in the form of a resolution. If the idea being presented is outside of the scope of SGA's authority (i.e. requests for the university to purchase or improve something), more than likely, it must be presented in the form of a resolution. These forms of legislation must start with "A Resolution to..."
 2. **Bills.** Bills mandate SGA to take action. Senate allocations, changes in the way SGA functions, or other such legislation that requires SGA response are examples of a bill. These forms of legislation must start with "A Bill to..."
 3. **Commendations.** Commendations are awarded to students, faculty, and/or staff who the SGA feel have obtained an honor in line with the mission of the Student Government Association and the values of Bethel College. These forms of legislation must start with "A Commendation for..."
 4. **Bill 85-017 A Bill to Revise Submission Deadlines and Distribution**
 - a) The bill submission deadline will be noon (12:00pm) three (3) days prior to the next Senate Meeting

- b) All bills submitted for consideration by the Senate will be compiled by the Speaker of the Senate and made public to all students by no later than midnight (12:00am), three (3) days prior to the next Senate Meeting.
 - c) that a short summary of each bill should be written by the author of the bill, in order to facilitate student understanding and involvement
 - d) let it be noted that the Speaker must purge the name of the student who has submitted the bill prior to publication, in order to prevent personal attacks from becoming a concern.
- G. Senate Leadership.** The Senate, in accordance with the Bylaws and/or Policies manual, shall be responsible for electing the Senate Leadership by majority vote of the Senate.
1. The Speaker of the Senate shall
 - a) be elected by majority vote of the SGA Senate
 - b) preside over the Senate as Chairperson
 - c) perform other such duties as the VP may assign in the administration of the Executive Branch
 - d) serve as an ex-officio (non-voting) member of the Executive Council
 - e) serve on the Ways and Means Council
 - f) chair the Senate Leadership Meetings
 - g) sign all legislation with the Senate vote
 - h) ensure that all legislation to be considered by Senate is in proper order
 - (1) Organize and be responsible for the distribution of bills as outlined in Bill 85-017
 - i) attend mandatory training events each semester as scheduled by SGA and/or Student Activities and Engagement
 - j) attend all SGA Senate meetings
 - k) attend SGA sponsored events and functions
 - l) meet with the SGA Advisor as needed
 2. The Secretary of the Senate shall
 - a) be elected by the Senate
 - b) handle all internal operations of the Student Senate
 - c) disseminate all necessary information to Senators
 - d) oversee the development of new Senators
 - e) enforce the absence policy
 - f) manage Senator resignations
 - g) Take minutes at all Senate meetings
 - h) Serve on the Ways and Means Council
 - i) Attend Senate Leadership meetings
 3. Chair, Committee on Campus Life
 - a) Be appointed by the Speaker of the Senate
 - b) Serve on the Senate Leadership
 - c) Serve on the Ways and Means Council
 - d) Act as public spokesperson for the committee when appropriate; while working with the Speaker, Chief of Staff, and Advisor to meet all obligations of the committee in a timely matter
 - e) Involve all members of the committee in decision making

- f) Report work of committee to the Senate and assist in the writing and presentation of legislation for the Senate Floor
 - 4. Chair, Committee on Academic Affairs
 - a) Be appointed by the Speaker of the Senate
 - b) Serve on the Senate Leadership
 - c) Serve on the Ways and Means Council
 - d) Serve as the Student Representative to the Board of Directors Academic Affairs Committee
 - e) Act as public spokesperson for the committee when appropriate; while working with the Speaker, Chief of Staff, and Advisor to meet all obligations of the committee in a timely matter
 - f) Involve all members of the committee in decision making
 - g) Report work of committee to the Senate and assist in the writing and presentation of legislation for the Senate Floor
 - 5. Chair, Committee on Finance and Student Organizations
 - a) Be appointed by the Speaker of the Senate
 - b) Serve on the Senate Leadership
 - c) Serve on the Ways and Means Council
 - d) Act as public spokesperson for the committee when appropriate; while working with the Speaker, Chief of Staff, and Advisor to meet all obligations of the committee in a timely matter
 - e) Involve all members of the committee in decision making
 - f) Report work of committee to the Senate and assist in the writing and presentation of legislation for the Senate Floor
- H. Legislative Committees.** All Senators must serve on at least one (1) committee, unless decided by the Speaker
1. **The Committee on Finance and Student Organizations.** The charge of this committee is to discuss the formation of potential student organizations and approve all funding requests by all entities of SGA. Additionally, this committee is charged with the oversight of all SGA managed fees to include the Student Government Fee and the Mojo's Fee.
 2. **The Committee on Campus Life.** focuses on creating the best student experience possible by seeking to alleviate issues related to the well-being of all students and works to resolve concerns of the campus as a whole and will be responsible for conducting research into aspects of the College as they relate to the student body.
 3. **The Committee Academic Affairs.** This committee serves as a liaison between the student body and the Academic Life of Bethel College addressing issues relating to academics and all offices, departments, services, programs under the Division of Academic Affairs.

VI. Judicial Branch

- A. Bethel College Judicial Authority.** The Bethel College Vice-President for Student Life or designee has authority over the operation of the campus judicial program. The Bethel College Vice-President for Student Life or designee shall support the operation of the

campus conduct program, and may determine if there has been a violation of the Conduct Code and impose sanctions. The Bethel College Vice-President for Student Life or designee assigns part of the operation of the conduct program to the Student Government Association

- B. SGA Judicial Authority.** All judicial powers of the Bethel College SGA shall be vested in the judicial branch, to be known as Judicial Council. The judicial authority shall include the disposition of non-academic College disciplinary complaints against students and violations of the following: SGA Constitution, By-Laws, and/or Statutes, Community Standards, and/or Student and Housing Policies, Election Disputes, Interferences with students' rights and freedoms, and establishing Case Law

VII. Composition of the Judicial Branch

- A. Student Body Chief Justice.** The Student Body President, when vacant, shall appoint the Chief Justice with confirmation from the SGA Senate, and approved by the SGA Advisor
- B. Four Student Body Associate Justices.** The Student Body President, when vacant, shall appoint Associate Justices, with confirmation from the SGA Senate and approved by the SGA Advisor. One shall be elected to serve as the Judicial Council Clerk to maintain minutes and all files
- C. SGA Advisor**

VIII. Term Limit, Status, Transition and Succession

- A. Term Limit.** The Chief Justice and all Associate Justices serve on the Judicial Council for a life-term. A life-term term is considered as long as such Justices remains a full-student at Bethel College and in good standing with the College, and the SGA Constitution and Bylaws.
- B. Classification Status.** The Chief Justice and Associate Justices shall be required to maintain full-time student status as set by the Registrar's Office during the fall and spring semesters to be eligible to remain in office
- C. Succession.** In the event of the resignation, impeachment or incapacity of the Chief Justice, the Student Body President shall appoint one of the current Associate Justices to assume the role of the Chief Justice, following confirmation from the SGA Senate, and SGA Advisor. Should the Chief Justice's life-term expire, the Student Body President may appoint any student to serve as Chief Justice, following confirmation from the SGA Senate, and SGA Advisor.
- D. Transition.** Any newly confirmed Chief Justice and Associate Justices shall be invited to attend meetings of the Student Government, but shall not take a voting action until the new Session.
- E. Beginning of Term and Transition.** All members of the Judicial Branch are required to attend fall and Spring trainings as set by the SGA Advisor. The Chief Justice and the Associate Justices shall be introduced to the student body in the convocation immediately following confirmation

- IX. Judicial Meetings.** The Judicial Council General Meetings shall be held at least twice per month. All meetings of Judicial Council shall be closed and not open to the public, unless stated otherwise by the Chief Justice or SGA Advisor. The Judicial Council shall conduct meetings in an orderly fashion following the most current version of Robert's Rule of Order

- X. Judicial Opinions.** From time to time, the Legislative Branch, Executive Branch, Office of Student Life, may want to voice their opinions and/or concerns on actions the Judicial Council should take. The Chief Justice may set the procedure for Judicial Opinions as s/he sees fit. Opinions are classified as Case Law and shall become SGA Statute/ Law when approved by the Council; only amended by $\frac{3}{4}$ of the full SGA.
- XI. Record Keeping.** The Clerk shall be in charge of maintaining a numerically ordered file of opinions and resolutions passed by the Judicial Council. All records shall be filed 48 hours after the meeting with Student Life via the SGA Advisor. The Chief Justice shall set the Agenda in consultation with the SGA Advisor and it shall be submitted 24 hours prior to the next scheduled meeting to all Associate Justices via Bethel email. The Clerk shall be responsible for taking accurate notes from the meeting to include vote records of all Justices, actions taken during the meeting, and roll call. All minutes shall be filed 48 hours after the meeting with the SGA Advisor
- XII. Judicial Actions, Cases and Procedures.** The Judicial Council shall have jurisdiction over Articles of Impeachment, Constitution and Bylaws Interpretation, Alleged Student Policies or Community Standards Violations, and Violations of Student Rights.
- A. Articles of Impeachment.** The SGA Senate, by a resolution adopted by $\frac{2}{3}$ of the total membership of the elected Senate, may enact the Articles of Impeachment any officer whose appointment is subject to the approval of the SGA Senate to include the Student Body President, the Student Body Vice President, the Cabinet Secretaries, the Chief Justice, and any Associate Justices or an elected Senator from within. An impeachment by Student Senate shall be on the grounds of the following:
1. Misfeasance: The illegal or improper performance of a legal and proper act or duty
 2. Malfeasance: Misconduct or wrongful act, especially by an elected or appointed official. This includes any violations of the Student Code of Conduct, Student Policies, Community Standards and other laws as defined in the SGA Constitution or Bylaws
 3. Nonfeasance: Failure to perform an act that is either an official duty or a legal requirement
- B. Constitution and Bylaws Interpretation.** From time to time, the Legislative Branch and/or the Executive Branch may be in need to interpret the Constitution and/or By-Laws Should the need arise, the Student Body President may ask the Judicial Council to interpret the Constitution and/or By-Laws.
1. During a General or Special Meeting, the Student Body President and/or Speaker shall request that the Court interpret any piece of law stated in the Constitution and/or Bylaws
 2. The Judicial Council shall determine how to handle the request and shall return their opinion to the Student Body President and/or Speaker in a timely matter.
 3. All Interpretations become Case Law
- C. Student Policies or Community Standards.** The Judicial Council shall hear cases from students found in alleged violations of Student Policies or Community Standards
1. In the event any Bethel College staff member submits an incident report outlining alleged violations that the student may have violated, the Council is convened, if

such violations do not speculate expulsion or suspension from Bethel College, or Title IX violations.

2. The procedures for before, during, and after the hearing and all information regarding appeals are set each year by the Chief Justice and SGA Advisor
 3. All cases of alleged violations of Student Policies or Community Standards must follow the appropriate Student Conduct Guidelines developed and approved by the Office of Student Life. Any, and all changes to the hearing procedures must go before the SGA Senate, approved by the Student Body President
- D. Appeal Cases.** All Hearings conducted by any Conduct Officer may be appealed to the Judicial Council. Such appeal must be submitted in writing to the Vice-President for Student Life, or designee within 48 hours.
1. The appeal is reviewed by the Vice-President or designee reviews appeal and determines if it is warranted based on one of the following:
 - a) New/Unavailable evidence
 - b) Procedural/Substantive error (including bias of hearing)
 - c) Disproportionate (excessive or inconsistent) sanction(s) for the violated policy
 2. If the letter presents evidence/information that does not support an appeal, the outcome is reaffirmed and the case is closed. If the letter presents evidence/information that does support an appeal, the outcome is reviewed and the case is reopened.
 - a) The Judicial Council is convened.
 - b) The decision of the Judicial Council may not be appealed.
 - c) The Judicial Council may determine sanctions, conditions, or restrictions are disproportionate and may increase, decrease, or modify. Decision is final and case is closed.
- E. Judicial Council Formal Hearing Session Meetings.** The Judicial Council, at the start of the fall and spring semesters shall set weekly hearing times that are available for any cases to go before the Council. Once the formal hearing session meetings are set, that information shall become public.
- F. Confidentiality Clause.** The Chief Justice, Associate Justices, Executive Council and Senators are held to a standard of confidentiality. No information of the hearing or records may be discussed or shared with anyone outside of the Judicial Council or the SGA.
1. Should any SGA Officer be found in violation of the Confidentiality Clause, s/he shall be instantly removed from SGA and shall be in violation of Student Policies and be tried in front of the Judicial Council.
- G. Release of Judicial Records Information regarding:**
1. An SGA Impeachment Case or Constitution and By-Laws Interpretation Case shall be public knowledge, released only by the Chief Justice and SGA Advisor
 2. The proceedings and internal notes of hearings may be shared with the Bethel College President, Bethel College Vice-President of Student Life, and the SGA Advisor
 3. The outcome of the hearings may be shared with the Bethel College President, Bethel College Vice-President of Student Life, SGA Advisor, Director of Student Wellness (if appropriate), Residence Life Professional Staff (if appropriate), the

Athletic Director and/or Athletic Staff of particular team (if the student is an athlete)

4. Any other party requesting the records of judicial proceedings conducted by the Judicial Council, shall be released only upon written request to the Vice-President for Student Life

XIII. SGA Ways and Means Council

A. Purpose of the SGA Ways and Means Council. The Council serves as a forum for Executive Leadership, Senate Leadership and Chief Justice to discuss issues and concerns that affect them, their committees, branches and officers. In addition, the Council utilizes its collective wisdom and experience to inform policy-making bodies at various levels at Bethel College.

B. Composition of the SGA Ways and Means Council

1. Chief of Staff, Chair
2. Student Body President
3. Student Body Vice-President
4. Student Body Chief Justice
5. Speaker of the Senate
6. Chair, Committee on Student Life
7. Chair, Committee on Finance and Student Organizations
8. Chair, Committee on Campus Life
9. Chair, Committee on Student Life
10. SGA Advisor

C. Meetings of the SGA Ways and Means Council. The Council shall be required to meet when the Chief of Staff or SGA Advisor calls a meeting.

XIV. Student Government Association Elections

A. Elections Commission. The Elections Commission shall oversee the annual fall and Spring Election Process and enforce all Election Guidelines and Rules. The Commission is appointed by the Chief Justice with approval from the SGA Advisor. The Commission shall be responsible for

1. Approving the Fall and Spring Elections Timeline as set by the Commissioner and the SGA Advisor
2. Resolve Elections Issues

B. Composition of the Elections Commission. All members of the Elections Commission are appointed by the Elections Commissioner.

1. Elections Commissioner, Chair
2. Executive Representative, voting
3. Legislative Representative, voting
4. Judicial Representative, voting
5. The SGA Advisor, non-voting

C. Elections Commissioner. The Elections Commissioner shall be the Chief Justice, in their capacity as an unbiased adjudicator. The Student Body Chief Justice shall Chair the Commission as long as s/he is not seeking an elected position. In the event that Chief Justice is seeking election, the senior most official of SGA shall serve as the Elections Commissioner.

D. The Elections Commissioner shall be responsible for

1. Setting the Fall and Spring Elections Timeline, with approval from the Commission

2. Preparing the method of ballots
 3. Running the Candidate Presentation
 4. Submitting to the Advisor the Certification of Election
 5. Approve waivers for Elections
 6. Clear candidates for Elections
- E. Elections Timeline.** The date and process for all Elections shall be determined by the Elections Commissioner and approved by the Election Commission, with the exception of freshmen elections (see sub-point 1)
1. the Senate directs the Elections Commission to submit, on an annual basis, a date for Freshmen Senate elections that will occur during the two weeks before Thanksgiving Break. Freshmen Senator responsibilities will begin with the resumption of SGA events after Winter Break.
- F. Elections Waiver.** A student seeking election to the Student Government Association who does not meet the Election Qualifications as stated in the Election Guidelines and Rules may submit a written request to the Elections Commissioner and SGA Advisor asking for a waiver to seek election. The Elections Commissioner and SGA Advisor will handle the process of approving or denying all Waiver Requests and will submit a written notice within five class days of the receipt of the request.
- G. Election Guidelines and Rules**
1. Filing Candidate Application. A person shall file as a candidate by:
 - a) Filing their intention for candidacy by completing registration with the Elections Commission during the filing period
 - b) Verifying their eligibility by the Election Commissioner
 - c) Once a student has filed for a certain office, they may not change to any other office. The student may either run for the position which they filed for or may withdraw from the race completely.
 2. Petitions
 - a) Petitions for Student Body President and Student Body Vice-President shall require the signatures of thirty enrolled (30) students of any classification or designation, with the exception of graduating seniors
 - b) Petitions for a SGA Senate Seat shall require the signatures of ten (10) students of the Class specific Senate Office, with the exception of graduating seniors
 3. Candidate Eligibility. All candidates must:
 - a) be classified as a full-time Bethel College Student by the Registrar's Office, based on the fall status
 - b) have a cumulative 2.5 GPA to be qualified to run
 - c) In the event for Freshmen Seats, candidates must be full admits to the college
 - d) Be in good standing with Bethel College, both judicially and financially.
 4. Election Day
 - a) All students who vote in the election shall be given the class ballot that matches their classification from the Registrar's Office, based of the fall status
 5. Campaigns

- a) All campaign material must be approved by the SGA Election Commissioner and the Director of Student Activities and Engagement, who will ensure content meets campus standards
- b) Candidates are allowed a maximum of six posters campus-wide, and twenty flyers
- c) A sheet counts as a poster. Sheets must be no larger than twin size. T-shirts count as a poster.
- d) No material may be distributed (i.e., candy or food)
- e) Any candidate caught defacing or removing another candidate's materials will forfeit candidacy
- f) No campaign material may slander any other candidate
- g) All campaign material must be removed by the closing of polls on the second Election Day
- h) All posters must be placed in approved locations and must meet the Posting and Marketing guidelines

6. Contesting an Election. Any student wishing to contest the results of a SGA Election shall file a petition in writing to the Elections Commissioner with three full class days after the elections results are available. The Commissioner shall notify the Judicial Council and the Elections Commission within two full class days that a petition contesting the results of an SGA election has been filed. The hearing must be conducted by the Judicial Council.

7. Provision for 3 or more Presidential Candidates

- a) If the student-body presidential election yields results in which no presidential ticket has over 50% of the votes, the candidate receiving the least number of votes will be removed from the ballot, and a second presidential vote will occur.
- b) This second vote will occur on the fourth class day after the election from 9:00 am to 9:00 pm, as presidential/vice-presidential candidates have three days to contest the results of the first presidential election.

H. Term in Office. SGA Officials shall be elected for a term of one year, with no term limits as long as they are eligible to seek office again.

I. Remaining in Office. All SGA Officers must be required to maintain full-time student status as set by the Registrar's Office during the fall and spring semesters to be eligible to remain in office and must remain in good standing with Bethel College.

J. SGA Transition Plan. All newly elected officers shall take office and assume full powers by the last Convocation of the Spring Semester following the general election.

- 1. During such period leading up to assuming office, the outgoing SGA officers shall assist the incoming officers by giving such assistance and advice as may be requested.
- 2. After the Election Certification is authorized, every incoming SGA Officer shall be invited to attend the remaining meeting(s) of the SGA in a non-member capacity.
- 3. All incoming officers will begin to meet with their counterparts immediately after election

XV. Registered Student Organizations

A. Introduction. The Registered Student Organization (RSO) Resource Guide and Policy Manual is designed to provide Bethel College student organizations and advisors with easy access to policies and procedures related to all areas of organizational activity and to

assist them in functioning effectively in conjunction with Bethel College. The major purpose of this guide is to facilitate communication and to assist organizations in meeting the purpose for which they exist. Along with this Manual, all student leaders and advisors should familiarize themselves with the policies of Student Government Association. It is the sole responsibility of the advisors, student leaders, and student organizations as a whole to become familiar with the contents of this Manual and that they will be accountable for this information. Also, the organization must remain well maintained and organized according to these guidelines.

B. 85-028 A Bill to Re-design the Student Organization Application Process

1. Any student organization seeking recognition by the Student Government Association will be required to be present at the SGA Senate meeting that the vote is scheduled to take place
2. The Speaker of the Senate, Chair of the FSO or the Secretary of Student Activities will reach out to the President of record to invite the student to the Senate meeting at least one week before the meeting
3. The SGA Senate cannot consider the vote if a representative from the organization is not present

XVI. Student Government Association Salaries

- A. Introduction.** In exchange for the service provided to the Student Body and to the Association, Student Government Association Officers shall be awarded a salary for their service to the Student Government Association. Salaries shall be issued to SGA Officers monthly via the SGA Advisor, to all officers in good standing with SGA
- B.** When deemed necessary by $\frac{2}{3}$ of the SGA Senate, or the SGA Advisor; the Senate or the Advisor shall have the right to reduce (as defined as “to permanently take away some percentage of pay, for a set amount of time, with no payment returned”) or suspend (“as defined as suspend pay for a set amount time, with the assumption that full payment will be returned at the end of the time period”) the salary of any SGA Officers who have not satisfactorily fulfilled their duties in the respective organizations
- C.** When a SGA member is put on probation by $\frac{2}{3}$ of the Senate, SGA Advisor and/or the Judicial Council, their salary will be reduced at the following rates:
 1. 0% for GPA violation
 2. Minimum 20% for conduct violation and/or failure to fulfill duties.
- D.** When $\frac{2}{3}$ of the Senate, SGA Advisor and/or the Judicial Council suspends a SGA Officer, his or her pay shall be permanently taken away for a set amount of time, with no payment returned.
- E.** Prior to receiving any form of salary, each SGA Officer must take their oath and submit completed student employment paperwork.
- F.** SGA may not allocate more than 17% from the SGA Budget yearly to all stipends across the entire Student Government and its agencies including,
 1. Executive Council, Student Body Senate, Judicial Council
 2. Diversity Council and Student Activities Council
 3. Bethel Collegian

XVII. SGA Policies and Guidelines

- A.** SGA Policies. All Policies, approved by the Student Government Association, shall be available in this Manual

XVIII. SGA Bylaws

- A.** The SGA Bylaws shall be altered and interpreted as time and generations may require
- B.** Any revisions shall be enacted by a $\frac{2}{3}$ of the total SGA Senate elected and qualified and finally with the official signature of the Student Body President

The Policies of the Bethel College Student Government Association

Preface

The SGA Policies Manual is a list of all policies that connect to the SGA Constitution and Bylaws. This Manual is hold the statutes of all policies set by SGA. Each year, when SGA officials take their Oath of Office, they are agreeing to abide by all governing documents, including the Policies Manual.

I. Registered Student Organizations Act of 2014

- A. **Policy Statement.** It is the responsibility of each recognized organization to adhere to the mission of Bethel College, its supporting strategic plan, policies, and procedures. Organizations must abide by all local, state and federal laws. An organization's goals, objectives, and activities must not deviate from established College policies and procedures. Because participation in student organizations may enhance a student's educational experience and the College deems this important to our student's education, recognized organizations are accorded special privileges and benefits.
- B. **Recognition Requirements.** An organization is a voluntary special interest group organized for educational, social, and service purposes and comprised of its members. Organizations are separate legal entities from Bethel College and legally are not treated the same as College departments or units. Student Organizations and/or Clubs cannot exist unless the Student Government Association recognizes them pursuant to this policy. Through College recognition, organizations receive special privileges and benefits, as well as have certain responsibilities to the College community. Organizations that request funding from the

student government are required to be recognized by the College. Recognition as an organization requires the following:

1. Organizations must be established for purposes that do not violate local, state or federal law; are consistent with the broad educational mission of the College; and are supportive of the regulations, guidelines and policies of Bethel College. The College recognizes that some student organizations may have a purpose to advocate for a change in existing law and this provision does not prevent the student organization from exercising its first amendment right to do so.
 2. Annual recognition is required a minimum of once within a 12 month period with the Student Government Association and the Department of Student Activities and Engagement
 3. Bethel College recognizes a nondiscriminatory environment complements its commitment to academic inquiry, intellectual discourse and personal growth. Bethel College also recognizes the interests of students to organize and associate with like-minded students. Accordingly, any individual who subscribes to the goals and beliefs of a student organization may participate in and become a member of the organization.
 4. Membership and participation in the organization must be open to all students without regard to race, ethnicity, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, status as a U.S veteran (disabled, Vietnam, or other), or other protected class.
 5. Membership and participation in the organization must also be open without regard to sex, unless exempt under Title IX. *See RSO handbook for more information*
 6. The organization must be nonprofit in nature
 7. New organizations must submit a constitution at the time of making their initial request for recognition by SGA
- C. Recognition Privileges.** Bethel College delegates the responsibility of recognition to SGA and in turn; SGA authorizes organizations access to a number of services and consideration for eligibility for many benefits. Some of the services or benefits are listed below:
1. Recognition as a Bethel College organization
 2. Use of Bethel College's name in the organization's title and use of Bethel College trademarks in accordance with the Bethel College trademark licensing policy and guidelines
 3. Establishment of an account with the campus organizations accounting office and appropriate purchasing privileges in accordance with Bethel College and SGA guidelines and expectations
 4. Inclusion in appropriate Bethel College publications of activities through the Bethel College calendar
 5. Use of information technology services' learning and teaching technologies equipment/services (funded through student government)

6. Eligibility, *but not the right*, to use Bethel College vehicles in accordance with state and Bethel College policies, procedures, guidelines and insurance requirements
 7. Eligibility, *but not the right*, to utilize Bethel College staff and programming resources
 8. Eligibility to apply for awards and honors presented to Bethel College recognized organizations and members
 9. Eligibility for use of campus meeting facilities and to apply for storage space
 10. Eligibility to be considered for student government's student fee allocations
- D. Violating SGA Student Organization Policies.** In accordance with SGA Statutes and Policies on Student Organizations, each organization is expected to comply with all Statutes and Policies on Student Organizations. Failure to comply may result in the following
- a) First Violation: a written warning is issued by the Secretary of Student Activities and the SGA Advisor
 - b) Second Violation: The violation is submitted to the Committee on Finance and Student Organizations who are then empowered to suspend a funding for the semester and/or year
 - c) Third Violation: The Committee on Finance and Student Organizations shall suspend the Recognition Certification for a minimum of a full academic year in consultation with the Secretary of Student Activities and the SGA Advisor
2. Should the RSO decide to appeal the decision, the RSO President shall submit a written appeal to the SGA Chief Justice for a hearing with the Judicial Council.
(*Note: There is no appeal of the SGA Judicial Council's Decision*)
- E. Termination of Organization's Recognition.** An organization's recognition is granted and governed by the Student Government Association and the Department of Student Activities and Engagement.
1. This recognition may be terminated for the following reasons:
 2. Submission of material for recognition known or determined by the Department of Student Activities and Engagement to be false
 3. Failure to re-register annually
 4. Failure to follow Bethel College regulations governing organizations
 5. Failure to follow Bethel College policies and procedures, and/or State of Kansas and federal laws
 6. Upon notification by the organization's national, regional or other parent entity with which it is affiliated that the organization has failed to follow the rules, policies or guidelines of the organization's national, regional or other parent entity
 7. Except in cases of emergency, the organization will be given five business days notice and an opportunity to be heard before termination.
 8. The SGA Senate is empowered by the SGA Constitution and Bylaws to terminate any student organizations, clubs, honor societies, associations, councils, etc. once submitted by the SGA Secretary of Student Activities. The organization shall have the right to appeal the termination decision. *See the Appeals sections below.*

9. The Director of Student Activities and Engagement has the executive authority to suspend temporarily or permanently any student organization

F. Appeals - Termination of Recognition. Organizations whose recognition is terminated for the reasons stated above may appeal the termination decision to the SGA Judicial Council.

1. A written appeal stating the grounds for appeal must be filed with the Student Body Chief Justice within five business days of receipt of the decision being appealed.
2. The SGA Judicial Council will decide one of the following:
 - a) Uphold the original decision
 - b) Remand for a new termination of recognition process review for the organization
 - c) Grant the appeal and permit the organization to remain recognized
3. The SGA Judicial Council will provide a written decision to the organization's president, faculty/staff advisor, and the Director of Student Activities and Engagement within ten business days of the appeal review. The decision of the Judicial Council is final and may not be appealed.
4. Any questions regarding the Bethel College Policy on Student Organizations may be directed to the Director of Student Activities and Engagement as the staff advisor over all areas relating to SGA.
5. **Enforcement.** The Secretary of Student Activities is charged with executing this Act; but may not suspend any piece of this Act without consent of the Committee on Finance and Student Organizations or the Senate

II. Politically Affiliated Student Organizations Recognition Act of 2014

A. Policy Statement. In an effort to promote civic engagement at Bethel College, the Student Government Association welcomes and encourages Politically Affiliated Student Organizations. Under the following policy, members of Politically Affiliated Student Organizations may not:

1. Support any candidate for public office during primary election seasons. No SGA funds or resources may be used to support any candidate for public office during a non-general election process.
2. Hold fundraisers for political candidates on College property during a non-general election process unless authorized by the Director of Student Activities and Engagement via the SGA fundraiser policy
3. Provide a candidate for public office an opportunity to speak on campus or use College-owned facilities during a non-general election process unless authorized by the Director of Student Activities and Engagement.
4. Allow a candidate or political party to conduct a rally or other political event on campus during a non-general election process unless authorized by the Director of Student Activities and Engagement.
5. Cause the College or SGA to make, or to appear to make, an endorsement of, contribution to, or expenditure for a political candidate or party.
6. Use College or SGA resources or services, such as interdepartmental mail, letterhead, e-mail, mailing lists, equipment such as photocopiers, printers,

computers, telephones, and facsimile machines, or supplies for partisan political purposes during a non-general election process unless authorized by the Director of Student Activities and Engagement. .

7. Request that a College employee or SGA member, as part of his or her job, perform tasks in any way related to partisan political purposes.
 8. Use the College or SGA letterhead, logo, or seal on materials intended for partisan political purposes during a non-general election process unless authorized by the Director of Student Activities and Engagement.
 9. Use funds provided by SGA to purchase any materials such as t-shirts, stickers, buttons, signs, etc., for partisan political purposes during a non-general election process unless authorized by the Director of Student Activities and Engagement.
- B. Federal, State, or Local Legislative Action.** Politically Affiliated Student Organizations and the Student Government Association may lobby or attempt to influence federal, state, or local legislative action or a legislative or administrative official or staff member on behalf of the Student Body unless authorized by the Director of Student Activities and Engagement.
- C. General Election.** During a general election, politically affiliated student organizations may request and utilize SGA funds and services to support the party's nominee for office after seeking approval and authorized by the Director of Student Activities and Engagement.
- D. Enforcement.** The Secretary of Student Activities is charged with executing this Act; but may not suspend any piece of this Act without consent of the Committee on Finance and Student Organizations or the Senate

III. SGA Legislative Procedures Act of 2014

- A. Policy Statement.** As representatives of the Student Body, all decisions made the Student Government Association must be submitted to the Student Body Senate in the form of a Legislative Bill or Resolution, approved by a majority (or $\frac{2}{3}$ depending of the legislative item), and then enacted into law by the Student Body President.
- B. Legislative Bills.** Legislative Bills must be voted on by the Senate during a normal scheduled meeting when a quorum is present, as determined by the SGA Secretary. These bills are subject to the approval by the Student Body President.
1. Legislative Bills must be assigned a five-digit number, that represents the year and order in which the proposal was received. (*ex. The first bill of the 82nd Session will be Bill #82-001 (Bill in 82nd Session-Number 001)*)
 2. Every Bill proposal must be approved and placed on the agenda by the Speaker of the Senate prior to the opening of the SGA Senate meeting in which it is proposed.
 3. The SGA Secretary will keep a log of all bills brought before the Senate during any given year.
- C. Legislative Resolutions.** Legislative Resolutions must be voted on by the Senate during a normal scheduled meeting when a quorum is present. Resolutions grant the SGA Executive to take on a certain issue that SGA has no constitutional control over. These Resolutions are subject to the approval by the Student Body President.

1. Legislative Resolutions must be assigned a five-digit number, that represents the year and order in which the proposal was received.
 2. Every Legislative Resolutions proposal must be approved and placed on the agenda by the Speaker prior to the opening of the SGA Senate meeting in which it is proposed.
 3. The SGA Secretary will keep a log of all bills brought before the Senate during any given year.
- D. Legislative Commendations.** Legislative Commendations are awarded to students, faculty, and/or staff who the SGA feel have obtained an honor in line with the mission of the Student Government Association and the values of Bethel College. Commendations must be voted on by the Senate during a normal scheduled meeting when a quorum is present. These Commendations are subject to the approval by the Student Body President.
1. Legislative Commendations must be assigned a five-digit number, that represents the year and order in which the proposal was received.
 2. Every Legislative Commendations proposal must be approved and placed on the agenda by the Speaker prior to the opening of the SGA Senate meeting in which it is proposed.
 3. The SGA Secretary will keep a log of all bills brought before the Senate during any given year.
- E.** When approved by the Senate and the Student Body President, a certificate will be awarded at the next available Convocation publically to the student, faculty or staff signed by the Student Body President and the Speaker of the Senate
- F. Enforcement.** The Speaker of the Senate and SGA Secretary are charged with executing this Act; but may not suspend any piece of this Act without consent of the Senate

IV. Financial Regulation Act of 2015

- A. Policy Statement.** The Student Government has authority, with oversight from the Student Government Association Advisor, over the Student Government Fee; collected each semester from all students enrolled at Bethel College.
- B. Student Government Fee.** In the spring of 2015, the Student Government Fee was approved by the Board of Directors. In the spring of 2016, the first installment of the fee was collected. The Student Government Fee is a fee charged to students at Bethel College, above and beyond the normal tuition and matriculation fees. These may be charged for general student activities, supporting student media, student organizations, and other areas in which it supports campus life for students.
- C. Student Government Fee.** Full-Time Residential or Commuter Students pay 100% of the Student Activity Fee per semester (\$120.00) while less than full time commuter students pay only a portion of the Student Activity Fee per semester (\$30.00). Students may apply for a reduction with the Director of Student Activities and Engagement from approved guidelines from the Committee on Finance and Student Organizations. Only the Director of Student Activities and Engagement is authorized to approve reductions or waivers
- D. Student Government Fee Review.** The Subcommittee on the Student Government Fee reviews the Student Activity Fee every three years to assess its effectiveness. A decision is made by the SGA & a recommendation is presented to the Bethel College President's

Cabinet and Board of Directors weather to keep the fee the same or increase it. Reason for an increase in the Student Activity Fee must fall under one of two reasons

1. To recover from inflationary erosion
2. To enhance the effectiveness of existing programs and to establish funding for new signature events

E. Budget Allocations Process. In the Spring, the SGA Advisor shall meet with the sitting Chief Financial Officer to set the *Fiscal Budget Allocation Process*, approved by the Committee on Finance and Student Organizations. The Goal of the Annual Budget Allocations Process is to appropriate Student Government Fee funds in such a way as to maximize their impact for students at Bethel College, assist student organizations in gaining access to these funds in the most efficient way possible and to conduct a fair yearly budget request process, following the guidelines set forth in the SGA Governing Manual

1. **Approved Funding Bodies.** Funding is open to all approved Registered Student Organizations (RSOs) and SGA Charters. Groups and organizations excluded from requesting a yearly budget from Student Government Funding include, but are not limited to:
 - a) Any student organization not registered with Department of Student Activities and Engagement
 - b) Athletic Department/Teams
 - c) Intramural Programs
 - d) Academic Departments
 - e) Institutional Departments
2. **New Student Organizations and First Year Cap.** Organizations will be considered *New Student Organizations* and subject to the first year cap of \$250 if one of the following applies:
 - a) If an organization ceases to exist on campus and then returns
 - b) The organization is newly formed
 - c) Organizations who have not applied for funding in the previous two years
 - d) Registered Student Organizations are exempt from the first year cap if an RSO skips a year of funding
3. **SGA Funding Process for Yearly Allocations.** Yearly Allocations are the main source of funding for RSOs. Funding Applications will be due at one time during each SGA Fiscal Year at the beginning of the Funding Process.
4. **SGA Funding Process for Emergency Funding Allocations.** These funds are intended for emergency expenses that come up immediately before a program occurs. These funds should only be requested when all other funding options have been exhausted (*i.e., co sponsorships, fundraising, etc.*) Applications for Emergency Funding are considered ONLY if submitted more than 10 business days prior to the Date of Program. Emergency Funding can be applied for when requesting funds for the annual Student Involvement Festival each August. Each Student Organizations can request up to \$350 of emergency funding each semester

- 5. The Yearly Allocation Process.** The SGA Funding Process switch was to make in order to simplify the process for RSOs, allowing for more accurate planning and budgeting for their programs. Additionally, it minimizes the amount of funds that go unspent, thereby increasing the amount available to be allocated.
- a) Once the *Fiscal Budget Allocation Process* is approved by the Committee, Budget Training Workshops will be held by the SGA Chief of Staff and the SGA Advisor in order to educate RSOs about the Funding Process and its rules and regulations. Attendance is required for groups that would like to be considered for any type of SGA funding.
 - b) The Funding Application opens on Google Drive and is advertised to all RSOs. The application must be completed in full & in accordance with the Funding Process and turned in to the SGA Advisor prior to the deadline, in order to be considered by the deadline
 - c) Once the deadline has passed, all applications are fully reviewed, vetted, and voted on by the Committee of Finance and Student Organizations.
 - d) The Chief of Staff will present the Committee's recommendations for funding in the first available meeting to the full SGA Senate.
 - e) Any unspent funds at the end of the year will be withdrawn

F. Additional Expenditures. All Spending done outside of the approved Fiscal Budget are subject to approval via the *Funding Request Form*

G. Levels of Funding

1. Expenditures of SGA funds from \$1-\$300 shall be subject to approval by the Secretary of Student Activities (for RSOs) or Chief of Staff (for other requests) in consultation with the SGA Advisor
2. Expenditures of SGA funds from \$301-\$600 shall be subject to approval by the Committee on Finance and Student Organizations in consultation with the SGA Advisor
3. Expenditures of SGA funds from \$601 and up shall require a proposed bill, which will be voted on by the SGA Senate and signed by the Student Body President
4. Any expenditure of SGA funds, regardless of the amount, that does not go directly back to the Student Body shall be voted on by the SGA Senate and signed by the Student Body President

H. Enforcement. The Chief of Staff is charged with executing this Act; but may not suspend any piece of this Act without consent of the Senate

V. Social Media Act of 2014

A. Policy Statement. In order to serve and effectively communicate with the Student Body and Bethel Community, the SGA shall maintain a Facebook page, Twitter profile, or any necessary social media outlets to be updated several times weekly; and, shall maintain, an updated webpage on the bethelks.edu website; and, shall continue to receive student issues, concerns, or suggestions through the Student Government email. SGA shall have an email (sga@bethelks.edu) where students can email the SGA with concerns. This email shall be available for access by the Secretary of Public Relations, the Speaker of the Senate and the Student Body Vice-President only.

- B. **Enforcement.** The Secretary of Public Relations is charged with executing this Act; but may not suspend any piece of this Act without consent of the Ways and Means Council or the Senate

VI. **Bike Share Program Act of 2015**

- A. **Policy Statement.** This policy shall extend to all Student Government Association funded transportation. Student Government Association funded transportation is limited to current students of Bethel College.
- B. **Bike Share Program Guidelines.** One person may unlock two bikes, but no more simultaneously.
 1. All bikes must be returned to and locked to designated bike racks on campus.
 2. A bike may not be checked out by any person for longer than 24 hours.
 3. No one may reserve a bike; it is always first come first served.
- C. **Bike Share Manager.** SGA shall hire a Bike Share Manager to bi-weekly clean and lubricate all Student Government Association owned transportation devices. The Bike Share Manager shall also be responsible for any repairs that are needed to the bikes beyond this (up to their ability level) and for making other available bikes rideable as the need arises. Pay will be determined by the Committee on Finance and Student Organizations, adhering to the Smart Stipend Spending Act of 2016.
- D. **Damages**
 1. If the lock is lost or destroyed, the last person recorded to have unlocked it is responsible for the cost of the lock.
 2. If the bike is lost or destroyed the last person recorded to have unlocked the bike is responsible for the cost of its replacement (no greater than the cost of the original bike and equipment).
 3. If a phone is lost and reported lost before it is used to unlock a bike the original owner of the phone will not be held responsible.
 4. If anything breaks on a bike during use, the person using it must report it to the Bike Share Manager. They will not be charged for the repair if it was a result of normal use.
 5. If the result of abnormal use, they will be charged 50% of the cost of repair if they report the damage, or 100% of the cost if they fail to report and are found responsible for the damage(s)
 6. Any dispute in these processes will be decided by the SGA Judicial Branch and/or the standard appeals process.
- E. **Enforcement.** The Student Body Vice-President is charged with executing this Act; but may not suspend any piece of this Act without consent of the Ways and Means Council

VII. **Smart Stipend Spending Act of 2016**

- A. **Policy Statement.** Over the past few fiscal years, it has become clear that the amount of the Student Government's yearly budget allocated towards stipends is unjustifiably large and in order for the Student Government Association to practice reasonable spending and intelligent use of funds, the Smart Stipend Spending Act of 2016 was introduced in the Spring of 2016 for the annual budget process.

- B. Student Government Fee Stipend Allocations.** During the annual budget allocation process, stipends across SGA (Executive Council, Student Body Senate and Judicial Council) and its agencies (Student Activities Council, Diversity Council and the Bethel Collegian) shall not add up to more than 17% of the annual proposed and approved budget during any given fiscal year. The Chief of Staff is charged with executing this Act; but may not suspend any piece of this Act without consent of the Senate
- C. Enforcement.** The Chief of Staff is charged with executing this Act; but may not suspend any piece of this Act without consent of the Senate

VIII. Preheim-Dunn Constituency Accountability Act of 2016

- A. Policy Statement.** In order for the Student Body Senate to adequately represent its constituents as its primary elected job of the Student Body Senate, the Preheim-Dunn Constituency Accountability Act of 2016 was introduced in the spring of 2016 to require Senators to be available more for students outside of Public Forums.
- B.** Each SGA Senator shall hold no less than two sessions of availability to the student body per semester, each lasting at least 90 minutes in length.
- C.** Each meeting should have an adequate notification period for their constituencies of no shorter than two days prior to said meetings taking place.
- D.** The time of these meetings shall be approved by the Speaker of the Senate prior to their announcement
- E.** From (85-016) The fall semester responsibilities of At-Large Senators pertaining to the Preheim-Dunn Accountability Constituency Act will be adjusted so that both of their meetings with constituents will be held specifically for members of the Freshmen class in the Haury Hall lounge.
- F. Enforcement.** The Speaker of the Senate is charged with executing this Act; but may not suspend any piece of this Act without consent of the Senate

IX. Confirmation Hearings Act of 2015

- A. Policy Statement.** SGA has two types of Confirmation Hearings: a Presidential-elect Appointment or a Presidential Appointment. A Presidential-elect Appointment is done before the elected President takes office, typically by the last meeting of the previous session, these Confirmation Hearings are chaired by the SGA Advisor since no Speaker for the new session has been elected. A Presidential Appointment is done during the normal session and chaired by the Speaker. The procedure for both types of appointments is the same. The SGA Advisor will serve as the Speaker of the Senate during a Presidential-elect Confirmation Hearing and shall call the meeting to order and commence a roll-call requiring at least $\frac{2}{3}$ of the membership of the SGA Senate.
- B. Procedures of Confirmation Hearings of Senate Vacancies**
 - 1.** Once the meeting has been called to order by the Acting Speaker (or Speaker), the Acting Speaker (or Speaker) shall grant the floor to the Student Body President-elect (or President) who shall introduce their candidate to fill Senate Vacancies/Appointments. Each nominee will be introduced individually
 - 2.** The Acting Speaker (or Speaker) shall grant the President-elect (or President) a total of six minutes to present to the SGA Senate their nominee, the qualifications

to hold office, the reason for the appointment. The nominee may also speak to their nomination during the six minutes as well.

3. At the end of the six minutes, the Acting Speaker (or Speaker) shall allow three minutes of questions, comments, statements from each Senator directed to the nominee for the Senate vacancy
4. At the end of the Question and Answer portion, the Acting Speaker (or Speaker) shall dismiss the President-elect and the nominee and open the floor of the Senate for a debate not to exceed seven minutes.
5. In the case of Senate Confirmation Hearings, after the debate, the Acting Speaker (or Speaker) shall call for a vote to initiate the confirmation of the President's Nominee
 - a) Voting shall be by roll call and shall require a majority vote in order to confirm a nominee.
 - b) If the nominee does not receive a majority, the Student Body President must appoint a new nominee
6. Upon conclusion of the vote, the Acting Speaker (or Speaker) shall move to the next vacancy

C. Procedures of Confirmation Hearings of Executive Officers

1. Once the meeting has been called to order by the Acting Speaker (or Speaker), the Speaker shall grant the floor to the Student Body President-elect (or President) who shall introduce their candidate to fill Executive Vacancies/Appointments. Each nominee will be introduced individually
2. The Acting Speaker (or Speaker) shall grant the President-elect (or President) a total of six minutes to present to the SGA Senate their nominee, the qualifications to hold office, the reason for the appointment. The nominee may also speak to their nomination during the six minutes as well.
3. At the end of the six minutes, the Acting Speaker (or Speaker) shall allow three minutes of questions, comments, statements from each Senator directed to the nominee
4. At the end of the Question and Answer portion, the Acting Speaker (or Speaker) shall dismiss the President-elect and the nominee and open the floor of the Senate for a debate not to exceed seven minutes.
5. Upon conclusion of the debate, the Acting Speaker (or Speaker) shall move to the next vacancy
6. In the case of Executive Confirmation Hearings, after all appointments have been debated, the Acting Speaker (or Speaker) shall call for a vote during the Legislation Portion of the meeting
 - a) Voting shall be by roll call and shall require a majority vote in order to confirm a nominee.
 - b) If the nominee does not receive a majority, the Student Body President must appoint a new nominee

D. Procedures of Confirmation Hearings of Judicial Officers

1. Once the meeting has been called to order by the Acting Speaker (or Speaker), the Speaker shall grant the floor to the Student Body President-elect (or President) who shall introduce their candidate to fill Judicial Vacancies/Appointments. Each nominee will be introduced individually
2. The Acting Speaker (or Speaker) shall grant the President-elect (or President) a total of six minutes to present to the SGA Senate their nominee, the qualifications to hold office, the reason for the appointment. The nominee may also speak to their nomination during the six minutes as well.
3. At the end of the six minutes, the Acting Speaker (or Speaker) shall allow three minutes of questions, comments, statements from each Senator directed to the nominee
4. At the end of the Question and Answer portion, the Acting Speaker (or Speaker) shall dismiss the President-elect and the nominee and open the floor of the Senate for a debate not to exceed seven minutes.
5. Upon conclusion of the debate, the Acting Speaker (or Speaker) shall move to the next vacancy
6. In the case of Judicial Confirmation Hearings, after all appointments have been debated, the Acting Speaker (or Speaker) shall call for a during the Legislation Portion of the meeting
 - a) Voting shall be by roll call and shall require a majority vote in order to confirm a nominee.
 - b) If the nominee does not receive a majority, the Student Body President must appoint a new nominee

E. Procedure for Electing Legislative Officers

1. **Policy Statement.** The SGA Advisor will serve as the Speaker of the Senate during a Legislative Election and shall call the meeting to order and commence a roll-call resulting in at least $\frac{2}{3}$ of the membership of the SGA Senate. The former Speaker and/or Secretary of the Senate shall be responsible for taking minutes.
2. **Electing the Speaker of the Senate.** The Acting Speaker shall open the floor of the Senate for a maximum of five minutes to accept nominations from Senators, Executives, Faculty, Staff or Students to submit the name of a Senator (s) to serve as the Speaker of the Senate
 - a) Once a Senator is nominated, the Acting Speaker shall call on said Senator to publicly accept or reject their nomination. Senators must accept their nomination in order to be added to the ballot
 - b) Once the five minutes have elapsed, the Acting Speaker shall close the nomination portion and begin the Presentations
 - c) The Acting Speaker shall call, *in alphabetical order*, each nominee to give a presentation to the Senate of no more than five minutes about why the nominee is seeking the Office of Speaker of the Senate, what they hope to accomplish and how they will use the Office of the Speaker to further the mission of the SGA and support the work and decisions of the SGA Senate.

- d) Upon completion of the Presentation, the Acting Speaker shall allow three minutes of Questions and Answers from the Senate to the Candidate for Speaker. After the three minutes has elapsed, the next candidate shall take the floor
- e) After all Candidates for Speaker have been addressed, the Acting Speaker shall call for a secret ballot vote from each Senator. The Candidates are eligible to vote.
- f) The nominee with the majority of votes shall assume the Office of Speaker of the Senate. If there is a tie, a runoff election will be made using a Roll Call Vote between the two nominees with the tied votes. If a tie happens again during the third ballot, the Vice-President-elect shall break the tie.

F. Enforcement. The SGA Advisor is charged with executing this Act; but may not suspend any piece of this Act without consent of the Ways and Means Council

X. SGA Office Hours Act of 2016

A. Policy Statement. In order to remain transparent and available to the constituent body, all SGA Executives, Senate Officers, the Chief Justice and SAC Coordinator shall be required to complete the minimum amount of office hours per week

- a) SGA Executives, SGA Senate Officers and the Chief Justice are required to complete a minimum of two hours per week
- b) SAC Coordinators are required to complete a minimum of one hour per week
- c) Diversity Council Coordinators are required to complete a minimum of one hour per week

B. Failure to complete offices hours without notifying the SGA Advisor will violate the SGA Attendance Policy

C. Enforcement. The SGA Advisor is charged with executing this Act; and may suspend or alter any piece of this Act

XI. SGA Attendance Policy and Point System Act of 2016

A. Policy Statement. All SGA Officers are granted a total of twelve (12) points for their respective year in office from the start of the session to the conclusion of the session. The enforcement of this policy shall be granted to the direct report of each SGA officer.

B. Direct Reports

1. SAC Coordinators direct their absences to the Secretary of Student Activities
2. Diversity Council Coordinators direct their absences to the Secretary of Diversity Affairs
3. All Senators direct their absences to the Speaker of the Senate
4. Associate Justices direct their absences to the Chief Justice
5. Cabinet Secretaries direct absences to the SGA Chief of Staff
6. The Student Body Vice-President or Chief of Staff direct absences to the Student Body President
7. The Student Body President, the Speaker of the Senate, Student Body Chief Justice all direct their absences to the SGA Advisor

C. Absence Notification

1. At any time, an SGA Officer is unable to attend a meeting, SGA event or complete office hours, s/he must send a written email to their direct report listed in Section C of this policy; detailing the reason for the absence 24 hours prior to the scheduled meeting, event or office hours. The direct report will send a reply with a notification. Only absences that pertain to class, religion, and/or pertinent emergencies will be approved.

D. Transfer of Powers

1. In the absence of the President, Speaker, or Chief Justice from a meeting, the SGA Advisor shall authorize a power transfer to the next in line to assume Oversight Powers. (*President to Vice-President, Chief Justice to Clerk, Speaker to Secretary of the Senate*)

E. SGA Point System

1. If an SGA Official does not send an email at all to notify about their absence [-2 points]
2. If an SGA Official does not send an email to notify about their absence within 24 hours [-1 point]
3. Three tardies (5 minutes after the start of a meeting) [-1 point]
4. Incompletion of Office Hours [-1 point per week]
5. Failure to submit Committee or Executive Reports [-1 point per report]

- F. SGA Point System Review.** Should any SGA Official accumulate a deduction of six (6) points during their year in office, the SGA Advisor shall conduct a hearing on the SGA Official's performance in which the Official shall be provided a reasonable opportunity to provide either oral or written explanation of his or her absences. During said hearing, the SGA Advisor shall determine if the absences merit probation from office, reprimand, or no action at all.

1. Upon the deduction of all twelve (12) points, the SGA Judicial Council shall declare said seat vacant and instruct the Student Body President to fill the vacancy in accordance with the Bylaws.
2. The SGA Official shall be granted the opportunity to appeal following the Appeals Process in the Bylaws

- G. Enforcement.** The SGA Advisor is charged with executing this Act; and may suspend or alter any piece of this Act

XII. Articles of Impeachment Act of 2015

- A. Policy Statement.** The SGA Senate, by a resolution adopted by $\frac{2}{3}$ of the sitting membership of the elected Senate, may enact the Articles of Impeachment for any officer whose appointment is subject to the approval of the SGA Senate to include the Student Body President, the Student Body Vice President, the Cabinet Secretaries, the Chief Justice, and any Associate Justices or an elected Senator from within.
- B.** An impeachment by Student Senate shall be on the grounds of the following:
1. Misfeasance: The illegal or improper performance of a legal and proper act or duty
 2. Malfeasance: Misconduct or wrongful act, especially by an elected or appointed official. This includes any violations of the Student Code of Conduct, Student

Policies, Community Standards and other laws as defined in the SGA Constitution or Bylaws

3. **Nonfeasance**: Failure to perform an act that is either an official duty or a legal requirement
- C. Upon a successful enactment of the Articles of Impeachment by the SGA Senate, the Judicial Council shall try the charges of impeachment. This trial will take place within five class days of the passage of a resolution of Articles of Impeachment by the SGA Senate
- D. In the event of an impeachment hearing, the Chief Justice shall hold a vote and upon a three-fourths ($\frac{3}{4}$) vote of Judicial Council, the Officer, Secretary, Justice, or Senator is immediately removed from office and may no longer hold any office within the SGA for a period of one year. There is no appeal of any acts of the Judicial Council in which Impeachment is involved
- E. Procedures to Request the Articles of Impeachment**
1. Any Senator, Justice, Secretary, Executive, SGA Advisor or member of the Student Body may request that any elected or confirmed Officer be impeached for office.
 2. In order to impeachment proceedings to begin, a *Letter of Impeachment* must be submitted to the SGA Advisor. Anonymous letters may not be accepted in the case of impeachment. The Letter must include specific reason for the impeachment
 3. The SGA Advisor is charged with notifying the Speaker of the Senate and the Chief Justice with the *Letter of Impeachment*, and will submit a *Notice of Impeachment* to the Officer in question
 4. The SGA Advisor will submit to the SGA Senate the *Letter of Impeachment* and upon successful passage of the resolution adopted by $\frac{2}{3}$ of the elected Senate, the Student Body Chief Justice must set a hearing date within five class days of the resolution
- F. Procedures to Enact the Articles of Impeachment by the Senate**
1. Prior to the Senate Hearing
 - a) The SGA Advisor shall become the Acting Speaker of the Senate during any and all impeachment hearings
 - b) The Acting Speaker of the Senate shall call for an emergency meeting within 48 hours with a set date, time, and location to all elected Senators and to the greater community.
 2. The Hearing
 - a) Call to Order
 - b) Roll Call of Elected Senators and Officer in question
 - c) Opening Statement from Acting Speaker
 - d) Reading of the Letter of Impeachment
 - e) Opening Statement from Impeachment Party
 - f) Opening Statement from Officer in Question
 - g) Impeachment Party Delivers Evidence
 - h) Officer in Question Responds
 - i) The Senate Floor Opens for Question and Answer Portion in legislative seniority

- (1) Each Senator is granted seven minutes
 - (2) Legislative Seniority is defined by the previous election's vote count that each senator received in their class and by legislative officer duties. (i.e. Speaker, Secretary of the Senate, senior 1, senior 2, senior 3, etc.). The Order is set by the Acting Speaker
 - j) Twenty minute Public Forum by any persons present at the Hearing
 - (1) The Acting Speaker shall call and limit each speaker two minutes to ask questions, make a comment or concern.
 - (2) Violation of the time limit violates Student Code of Conduct
 - k) Seven minute recess called by the Acting Speaker
 - l) Closing Statement from Impeachment Party
 - m) Closing Statement from Officer in Question
 - n) Executive session of the Senate
 - (1) Executive Session requires that all guests, executive officers, faculty, staff, etc. step outside of the room for a private conversation on the record, excluding the SGA Advisor. If the Officer in Question is a Senator, s/he shall be dismissed.
 - (2) Each Senator is granted five minutes to make a statement of support or against the Articles during the Executive Session.
 - (3) Any Senator may yield their time to another Senator.
 - o) Return to General Session with a five minutes recess
 - p) The Acting Speaker shall re-establish a quorum of elected Senators
 - q) The Acting Speaker shall commence a roll call vote
 - (1) $\frac{2}{3}$ of the full membership must vote in favor in order for the Articles of Impeachment to be enacted.
 - r) The Acting Speaker at the conclusion of the voting, shall deliver the verdict of the SGA Senate
- 3.** If the Articles pass, the Officer in question shall be suspended from office for the time leading up to the Judicial Council's proceedings and shall not claim any authority of his or her position and the following succession shall be triggered:
- a) Should the President be up for impeachment, the Vice-President shall take over as Acting President for the course of the suspension
 - b) Should the Speaker of the Senate be up for impeachment, the Secretary of the Senate shall take over as Acting Speaker for the course of the suspension
 - c) Should the Chief Justice be up for impeachment, the SGA Advisor shall appoint a Justice to take over as Acting Chief Justice for the course of the suspension.
- 4.** If the Articles fail, the Officer in question shall be suspended for a period of ten class days that begins after an evaluation process has been set in place by the SGA Advisor
- a) the following succession shall be triggered:

- (1) Should the President be up for impeachment, the Vice-President shall take over as Acting President for the course of the suspension
 - (2) Should the Speaker of the Senate be up for impeachment, the Secretary of the Senate shall take over as Acting Speaker for the course of the suspension
 - (3) Should the Chief Justice be up for impeachment, the SGA Advisor shall appoint a Justice to take over as Acting Chief Justice for the course of the suspension.
- b) After Evaluation Plan has been approved the ten class days commence and once the days have passed the Officer in question shall resume his or her office and must follow the evaluation plan.
- (1) Should the Advisor for any reason believe that the Officer is not adhering to the plan; the Officer may face suspension for another ten days and/or a prolonged period if approved by the Senate. The Senate will vote to enact the Articles should they deem it necessary.
 - (2) The Evaluation Plan by the Advisor cannot be challenge as the Advisor shall be exerting his or her right of Executive Authority over the SGA in extreme circumstances.

G. Procedures to *Try the Charges of the Articles of Impeachment*

1. During the Impeachment Proceedings, the Chief Justice will be given a vote in the case.
 - a) In the event an Associate Justice is being tried of impeachment, the Student Body Vice-President shall serve on the Council and be allowed to vote in the proceedings in the event of a tie.
 - b) The Officer in question will be invited to attend the meeting, but may waive that right if he or she so pleases. A member of the SGA must be present to present the SGA's case to the Judicial Council and the Officer in question shall be present to defend them.
 - c) In the proceedings, each party will have up to seven minutes to present their case
 - d) At the conclusion of their opening statements, the Chief Justice will open the floor of the Council for seven minutes of questions and answers to both parties, following the order of seniority of service. The Chief will be the last to ask questions. At the conclusion of the Question and Answer portion, the Chief will allow for up to five minutes of closing argument from each party.
 - e) After the closing argument, the Chief Justice will enter an executive session of the Judicial Council where discussion will take place of the proceedings.

- f) During Executive Session, the Justices will vote on their decision, requiring a majority of the membership to vote in favor of passage and write their Official Opinion. There is no set deadline of the Council's decision.
2. If the Articles are upheld, the Officer in question will be removed from office and banned for seeking office or appointed to officer again.
 - a) Should the President be up for impeachment, the Vice-President shall take over as President for the remainder of the term and will nominate a Vice-President to fill the seat.
 - b) Should the Vice-President or Secretary be up for impeachment, the SGA President shall nominate a replacement to claim the vacant seat
 - c) Should the Speaker of the Senate be up for impeachment, the Secretary of the Senate shall take over as Speaker for the remainder of the term and the Senate shall elect a new Secretary of the Senate
 - d) Should the Secretary of the Senate be up for impeachment, the Senate shall elect a new Secretary of the Senate
 - e) Should a Senator be up for impeachment, the SGA President shall nominate a replacement to claim the vacant seat
 - f) Should the Chief Justice be up for impeachment, the Clerk/Associate Justice shall take over as Acting Chief Justice until the President names a new Chief Justice
 - g) Should an Associate Justice be up for impeachment, the SGA President shall nominate a replacement to claim the vacant seat
 3. If the Articles fail, the Officer in question shall be suspended until an Evaluation Plan is put in place and then suspended for a period of ten class days in order for an evaluation process to be set in place by the SGA Advisor with the following succession triggered:
 - a) Should the President be tried, the Vice-President shall take over as Acting President for the course of the suspension
 - b) Should any other Executive Officer be tried, that position will be filled by the Chief of Staff until the suspension is up.
 - c) Should the Speaker of the Senate be tried, the Secretary of the Senate shall take over as Acting Speaker for the course of the suspension
 - d) Should any other Senator be tried, that position will be vacant until the suspension is up.
 - e) Should the Chief Justice be tried, the Clerk/Associate Justice shall take over as Acting Chief Justice for the course of the suspension.
 - f) Should any other Justice be tried, the Chief Justice will hold a vote until the suspension is up.
 - g) After the Evaluation Plan has been approved by the SGA Advisor and after the ten class days have passed, the Officer in question shall resume his or her office and must follow the evaluation plan.

- h) Should the Advisor for any reason believe that the Officer is not adhering to the plan; the Officer may face suspension for a maximum of ten days and a prolonged period if approved by the Judicial Council and/or re-tried.
 - i) The Evaluation Plan by the Advisor cannot be challenge as the Advisor shall be exerting his or her right of Executive Authority over the SGA in extreme circumstances.
- H. The decision of Impeachment shall be made public and will be released via the SGA email to all members of the Bethel College Community and the succession plan shall be announced and will take effect immediately.
 - I. The decision of Impeachment may not be appealed as the decision of the Judicial Council shall be final, unchallengeable and no exceptions shall be made.
 - J. **Enforcement.** The SGA Advisor is charged with executing this Act; and may suspend or alter any piece of this Act in writing to all heads of branches.

XIII. The Loganbill-Lawless Officer Accountability Method of 2016

- A. **Policy Statement.** All SGA Officers are held to a standard of responsibility in order to serve on SGA. SGA Officers are the direct representation of Bethel College's student body and are a driving force in the Student Government Association. SGA Officers have great potential to build and improve the environment at Bethel College. In an effort to fully use the great potential held SGA, Speaker of the Senate Cayla Lawless and Chief of Staff Alec Loganbill created these requirements in Fall 2016 and became binding by the Senate shortly afterwards.
- B. **Absences.** All SGA Officers are expected to be on time to all meetings. A SGA Officer is considered late five minutes after each meeting has started. SGA Officers are expected to inform their Head of Branch of an absence at least 24 hours before a meeting. The absence will be deemed excused or unexcused depending on the reasoning for missing the meeting.
 - 1. Unexcused: Conflict with a job, oversleeping, forgetting about a meeting, not showing up for a meeting
 - 2. Excused: Family, medical, or personal emergency, class conflict, extracurricular activities
 - 3. This list is not exhaustive and all other reasons for absence will be deemed unexcused or excused on a situational basis.
- C. **SGA Bills.** All bills should be emailed out no later than the Friday before a meeting. Senators are expected to read through the bill and prepare questions prior to the meeting.
- D. **SGA Paperwork.** Senate Committee Chairs, Executive Committees, and Council Chairs should record minutes and discussions and share them with the SGA Secretary no later than 48 hours after the meeting occurred, and be made public record for all SGA Officers. Students sitting on faculty committees and attending board meetings should record minutes and discussions and provide them to the SGA Secretary
- E. **Accountability.** The Chief of Staff and Speaker of the Senate will attend one meeting of each of the internal committees once a month, or as often as scheduling allows.
 - 1. The Chief of Staff, Speaker of the Senate, and SGA Advisor have the authority to assess progress, or lack thereof, of each SGA Committee/Council, SGA Officer and/or Representative. If it is found that a SGA Committee/Council, SGA Officer

and/or Representative is failing to work towards their goals and assignments in a timely and efficient manner deemed by the Chief of Staff, Speaker of the Senate, and/or SGA Advisor, the SGA Committee/Council, SGA Officer and/or Representative may be brought before the Judicial Branch for an official hearing.

2. All SGA Officers are required to wear the SGA shirts at all meetings and/or official SGA Event or Function
- F. SGA Goals.** Each committee should have their own goals list, which may include goals from the SGA Goals list, internal goals of the committee, and other work and projects assigned by the Senate, Executive Council, Advisor, etc. This goal sheet should be made open SGA (i.e. Shared Google Doc Folder) and should be updated as committees and senators make progress and add new goals.
- G. SGA Involvement.** SGA Signatures should be added to all SGA Officers' school Gmail accounts that includes the Officer's name and role
1. A minimum of two (2) posts from the SGA Facebook page should be shared by each officer throughout the semester.
 2. Officers are to invite at least ten (10) Facebook friends to "Like" the SGA Facebook page.
- H. Probation Status.** SGA Officers, after taking their oath, commit to the policies and procedures set by the SGA Constitution and Bylaws. As such, all SGA Officers must uphold all policies set by the Student Body President, Speaker of the Senate, Chief Justice and/or SGA Advisor.
1. When an SGA Officers work is less than satisfactory, and upon review, at any time during the officer's year of service, the SGA Advisor is empowered to place an officer on probation for failing to adhere to policies and/or expectations set by any head of branch
 2. The Officer will receive, in detail, a *Notification of Probation*. The notification will detail all the concerns against the officer, ways and deadlines to remedy them, and notification of suspension or dock of stipend. The Probation Status will last to the length set by the Advisor. The Officer may not appeal that decision.
 3. If probation is failed or the officer is not working towards remedying the concerns, the SGA Advisor, in consultation with the heads of the three branches, the Officer may be held to impeachment charges directly to the Judicial Council.
- I. Enforcement.** The SGA Advisor, Speaker, and Chief of Staff are charged with executing this Act; and may suspend or alter any piece of this Act

XIV. Judicial Decisions and/or Opinions Act of 2017

- A. Policy Statement.** When requested by the SGA President, SGA Executive, SGA Senator, and/or the SGA Advisor, the SGA Judicial Council is empowered to hear any cases regarding the interpretation and/or implementation of the SGA Governing Documents as stipulated by the SGA Constitution or any issue regarding conflict between branches or SGA Advisor
- B.** When a Judicial Decision is issued regarding any case, the SGA Chief Justice shall call for a closed door hearing and submit the decision to all members of SGA and SGA Advisor

- C. Following receipt of the Judicial Decision, the Chair of the Constitution and Bylaws Committee or designee is to immediately place said decision in any and all appropriate locations in the SGA Governing Documents
 - D. The Judicial Decision, bearing the signature of the Chief Justice and Advisor shall be classified as Case Law and treated as a statute of the SGA
 - E. Because typically, a higher court may overturn a legal precedent but in this case since there is no higher court than the Judicial Council, the Judicial Decision, bearing the signature of the Chief Justice and Advisor may only be amended following the procedure as stated in the SGA Bylaws, with the following exception
 - F. Any changes or overturning of Case Law shall require every member of the SGA (Executives, Senators AND Justices) to cast a vote and a $\frac{2}{3}$ vote of the full SGA Branches is required to overturn a Judicial Decision.
 - G. **Enforcement.** The SGA Advisor, Speaker, and Chief of Staff are charged with executing this Act; and may not suspend or alter any piece of this Act without consent of the Senate
- XV. Individual Scholarship Request Act of 2018**

A. The ISR operate under the following conditions:

1. \$1,000 be allocated in the following year's budget for requests (Only applies to 2018-2019 school year)
2. A student will be able to request grants up to a cumulative total value of 83% of the yearly Student Government Fee for a full time student of that year
3. Students are only eligible if they are in good academic standing
4. Students must use the grant for directly educational purposes such as testing, research (including Senior Seminar expenses), Conference Travel or Registration, etc.
 - a) Requests outside of this realm will still be reviewed but are less likely to be approved by the Senate
 - b) Information provided to the Senate regarding request need will be private and protected
 - c) The identity of the person requesting funding will be kept private from the student body (censored on official documents)
 - d) Receipts and unused money must be returned to the Senate after funding is used
 - e) Funding use will follow the RSO funding use policies (if money is used inappropriately, it will be charged to the student's account)
5. Any money not used by the student shall be given back to the SGA
6. Students can only apply if there is no current request-relevant RSO to support them, or the current RSO is unable to fully fund their request

B. The ISR will be granted after the following steps have been taken:*

1. Requesting student fills out the ISR request form and-turns it into the SGA Advisor and Finance Committee
 - a) <https://docs.google.com/document/d/1MQpfPQe7r2RkbbVaNd8VZmEsLAmOS-XalZziaeRv1Qo/edit>
2. Finance Committee reviews each request before the next Senate Meeting.

3. The request comes before the Student Senate at the next Senate Meeting (or the next Senate Meeting which the student can attend), and the Finance Committee makes a Yes or No recommendation regarding the request.
 4. The requesting student is required to attend the Senate Meeting at which their request will be voted on.
 - a) If the student is unable to attend the Senate Meeting at which their request will be voted on, their request form will be reviewed and voted on in their absence. Further explanation of the request may be submitted by the student if they deem it necessary.
 5. Upon reviewing the Finance Committee's recommendation and the student's request, the Senate will discuss and vote on the request in an Executive Session.
- C. Should any one of these steps not be completed, the requesting student's request will be denied.**

Student Government Protected Student Rights' and Grievances

I. Freedom of Expression

- A.** Each student shall have the right to freely discuss, both on College grounds as well as in College company, any and all subjects that may interest him/her. Each student shall also have the freedom to express his or her opinion(s), both publicly as well as privately, on such subjects additionally be guaranteed freedom from the imposition of the opinions or beliefs of others.
- B.** Students shall have the right to peacefully demonstrate--by legal means and in non-restricted areas of the campus - as long as the Office of Student Life is informed of the demonstration thirty-six (36) hours prior to the event.
- C.** Each student shall be secure that no College organizations or their facilities shall be used as a device of censorship.
- D.** Student publications shall have the right to be free from censorship.

1. The responsibility of, and for, student publications shall lie in the hands of the Student Body President and any other members of his or her staff to whom the President might delegate authority.
- E. Students, while on College grounds, shall have the freedom of choice in dress and personal appearance.
- F. In the case that a student's rights, as outlined in this Bill of Rights, have been violated or misconstrued, the student in question shall have the right to use all legal means available for redress of grievances in all matters.

II. **Academic Freedom and Policies Pertaining to Student Records**

- A. Each student shall have the right to inquire about College academic policies (or College Policies in general). Each student may additionally inquire as to the origin of these policies and how they might be changed.
- B. All students shall be afforded the freedom to express their views, beliefs, or political orientations, professors, members of the College staff, or administrative personnel possessing knowledge of such beliefs shall, if individual students so desire, be obligated to maintain these creeds and ideologies confidential. No records shall be kept as evidence of these creeds or ideologies, except at the expressed intent of the student in question.
- C. All students shall be evaluated on areas of academic progress, but not on unrelated opinions or conduct judged to be totally irrelevant to the class in question.
- D. All students shall have the right to be protected against improper disclosure or permanent educational records on file in any department, college, or administrative office of this College.
- E. Policies pertaining to format of, and access to, student records:
 1. Academic and disciplinary record should be kept separate, and conditions and/or requirements of access to said records should be explicitly outlined in College policy.
 2. Transcripts of academic record should only contain information about academic status. Information from disciplinary or counseling files shall not be made available to unauthorized persons.

III. **Rights of a Student in a Disciplinary Hearing:** Rights of a Student charged with a violation of the Code of Student Conduct are the following:

- A. the right to due process
- B. the right to a fair hearing.
- C. the right to be presumed innocent until proven otherwise.
- D. the right to know the evidence to be presented in any hearing.
- E. the right to face witnesses testifying in a hearing and ask reasonable questions of them.
- F. the right to secure advice and assistance in preparing a defense of any alleged misconduct under this Code.
- G. the right to be given notice in writing of any charge(s) of misconduct.
- H. the right to appeal a decision by a judicial board or a judicial hearing officer within the limits of the time specified in this Code.